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15. Process/Record Refunds Receivable From Vendors

16. Update Foreign Currency

17. PFMR Fund Availability

18. FIABS Daily Audit Requirements

19. FIABS Monthly Audit Processes

20. Audit FIABS as Required Products

21. FIABS/BQ Interface of Expense, SALES, and GFGL Updates
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Chapter 6.   Reports and Analysis Division

A.   Analysis Branch (ARA)

1.   Identify Potential Anti-Deficiency Act Violations

2.   Coordinate with DoD Auditors, GAO Auditors, Inspector General
       Visits, Air Force Audit Agency, and DFAS-DE Visits

3.   Analyze/Interpret Installation Accounting Reports

4.   Initiate and Coordinate Analysis of Systems Operations

5.   Directorate (One-Time) Requirements Focal Point

6.   Serve as Directorate Training Program Monitor

7.   Perform Database Validations of Data Elements in the General
       Accounting and Finance System (GAFS)

8.   By-Others Analysis

9.   Overall Accounting and Report Analysis

10.   Perform Data Base Validations of Data Elements in CPAS

B.   Funds Control and Financial Reports Branch (ARF)

1.   Create Addresses and Validate Internal Records (Daily)

2.   Validate Coding of New Fiscal Year (FY) Skeleton Records and
       Prior Year RC/CC Conversion Listings

3.   Process QC/QF/QP/Table C/Table D Transactions

4.   Coordinate, Audit, and Reconcile Annual Conversion, and Output
       Products

5.   BCE Integrated Transaction List

6. Funds Control

7. Monitor and Control Use of Override Codes (Daily)

8. Reconcile Budget Targets to Source Documents

9. Medical Expense Data Extract

10. Reconcile Negative Unliquidated Obligations (NULO)

11. RCS: ACCT RPT(M)1445 - Flash Report of Obligation Status (Monthly)

12. RCS: ACCT RPT(M)1506 - Foreign Currency Fluctuation Report (As Required)

13. RCS: ACCT RPT(RS)3732 - Report of Obligations Incurred Under Authority of Section 3732 (As Required)

14. RCS: HAF-ACF(M)7184(DT) - Selected Balances for Accrual Reporting (Monthly)

15. RCS: CSFA-216 - Status of Allotment Reporting, Army Funds (Monthly)

16. RCS: HAF-ACF(AR)7801 - Status of Funds Database Transmission (Monthly)

17. RCS: HAF-ACF(AR)7801 (Supp) - Recovery of Prior-Year Obligations (Monthly)

18. RCS: HAF-ACF(AR)7801 (Supp) - Recovery of Prior-Year Obligations-DoD Wide Appropriations

19. RCS: HAF-ACF(AR)7801 (Supp) - Military Personnel Appropriation Reimbursement Data (Monthly)

20. RCS: HAF-ACF(M)7801 Supp - Negative Unliquidated Obligations (Monthly)

21. RCS: HAF-ACF(AR)7801 Supp - Analysis of Unobligated Reimbursable Authority (Annual)

22. RCS: HAF-ACF(AR)7801 Supp - Schedule of UFOs Moved Forward to Next FY (Annual)

23. RCS: HAF-ACF(AR)7801 Supp - Certification of the Air Force Cadet Fund (Annual)

24. RCS: HAF-ACF((AR) 7801 Supp - Annual Schedule of Independent Unliquidated Obligation Reviews (Annual)

25. RCS: HAF-DPM(Q)7503 - Appropriated Fund Support to Non-Appropriated Activities (Quarterly)

26. RCS: HAF-ACF(Q)8108 - Report of Accounts and Loans Receivables Due from the Public (Quarterly)

27. RCS: HAF-ACF(Q)7163 - Request for Transportation Audit Data (Quarterly)

28. RCS: DD-COMP(AR)1536 - Report of Panama-Related Costs (As Required)

29. RCS: HAF-ACF(Q)8801 - Management Expense and State Data for Air Force Forest Management Program (Annual)

30. RCS: HAF-CVA(Q)7113 - Report of Contingency Expenditures (Quarterly)

31. RCS: DD-COMP(SA)1466 - Report of Expenditures in Support of Secret Service (Semiannual)

32. Monitor and Age Locally Maintained Deposit Funds

33. RCS: HAF-ACF(SA)7105 - General Funds General Ledger (Other than Stock & Industrial Fund)(Quarterly)

34. RCS: IRCN 1032-OPM-MO - Monthly Report of Federal Civilian Employees

35. Year-End Focal Point for the Accounting Directorate

2. Defense Commercial Communications Office (DECCO) Billings

3. MIPR/Project Orders Processing

4. Hazardous Waste Disposal Program

5. Miscellaneous Intergovernmental Branch Processing

6. Interfund Processing

7. Funding Geographically Separated Units (GSU) (Outgoing MIPR, AF Form 616, AF Form 1269)

★8. DMAG-AF Customer Orders Processing

9. Recording of Obligations Paid By-Others

10. Commercial Contracts Paid By-Others Cycle Processing Procedures

11. By-Others Contract Reconciliation

12. Suspend Payments for Contracts Citing Appropriation in the "Red"

13. Reconcile Negative Unliquidated Obligations (NULO)

14. Request Current Year Funds For Closed Appropriations

B. Customer Service

1. Voucher Certification

2. Voided Voucher Processing

3. Provide Customer Service

4. PSR/FSR Assignments

5. Commitment Processing

6. Fund Cite Authorizations (AF Form 616)

7. Process MIPR (DD Form 448)

★8. MIPR DD Form 448 Recording in CPAS

9. Project Orders

10. Base Activity Certification of Invoices

11. Perform Document Control

12. Invoice Request Follow-up Letters

13. Receive IAPS Computer Products

14. Vendor Debt Files

15. Perform End-of-Day Processing

16. Manual Voucher Print Processing

C. Accounts Payable Branch

1. Process Invoices into IAPS

2. Prepare Advance Payments

3. Process Receiving Report

4. Detailed Voucher Assembly

5. IMPAC Government Credit Card Payments

6. Voiding Vouchers

7. Non Automated Manual Payments

8. Miscellaneous Automated Payments

9. Commercial AF Forms 15 and 315 Processing

1.   Permanent Change of Station (PCS) Arrivals - Procedures Used to In Process Military Members and Civilian Associates

2.   PCS Departures - Procedures Used to Out Process Military Members and Civilian Associates

3.   Control Logs - Establish Procedures for the Use and Maintenance of all Control Logs

4.   Verify Fund Availability - Determine Unit Fund Availability Prior to Reserving Government Funds

5.   Travel Requests/Orders - Procedures Used to Obligate Orders

6.   AF Form 616 (Authority to Cite Funds) - Procedures Used to Control Funding Authority Provided to Other Organizations

7.   Fund Control Numbers (FCN) - Message/Letter Sent to Other Agencies Used as Authority to Cite Funds

8.   Miscellaneous Obligation Reimbursement Document (MORD), AF Form 406

9.   Voucher Processing - Procedures Used to Validate, Compute, and Prepare for Disbursement Travel Entitlements for Official Travel and Determine Propriety of Travel Claims for Submission to Appropriate Level (Doubtful Claims)

10.   Collections - Process Collections for Travel Indebtedness

11.   Merged Accountability and Fund Reporting (MAFR) - Processing Voucher Totals in the General Accounting and Finance System (BQ) and Automated Travel/Record Accounting System (ATRAS) to Balance with Disbursing Division

12.   Daily Audit Procedures - Procedures Used to Validate all the General Accounting and Finance System (BQ) Transactions Processed During the Business Day

13.   Follow Up Procedures - Procedures Used to Track and Validate Commitments, Indebtedness, and Open Orders/Advances

✶**Chapter 9.   Civilian Pay - Defense Civilian Pay System (DCPS) Accounting Information**

Users Manual, DCPS-UM-02A

11.   Ensure Timely Input and Processing of Time and Attendance
      Forms

Chapter 10.   Military Pay

   A.   Defense Joint Military Pay System - Active Component (DJMS-AC).

      1.   Validate Pay and Allowance Entitlements

      2.   Establish Pay Account

      3.   Maintain Master Pay Account

      4.   Disbursement and Collection Processing

      5.   Calculate Pay

      6.   Initiate Pay Adjusting Documents

      7.   Process Pay Adjusting Documents

      8.   Distribution of Leave and Earning Statements (LES) and Net Pay
           Advice (NPA)

      9.   Pay and Allowance Entitlement Recertifications/Verifications

      10.   Preparation and Distribution of W-2s

      11.   Electronic Input to Pay System from Outside Sources
            (i.e. AFMPC, Army and Air Force Exchange Service)

      12.   Special Action/Management Case Files

      13.   Prepare Management/Statistical Reports

      14.   Reconcile Pay/Personnel Mismatch

      15.   Compute Final Pay and Allowances

✴23. Validate/Establish/Manage Systems Access Authority (Systems Security)

24.   Develop "Ad Hoc" Computer Queries for Customer Requests

✴25. Provide Systems Training to Users

✴26. Analyze Systems Effectiveness; Resolve/Reconcile/Report Problems, as Required

27.   Delete Parameter Records

B.   Accounting: Operations Division (Chapter 5)

✴Business Funds Branch

 ✴1.   Indicative Data Loads/Target Loads

 ✴2.   Audit SBSS Daily Products

 3.   Audit SBSS Monthly/Quarterly Products

 ✴4.   Audit Medical Products

 ✴5.   Materiel Expense Interface (SBSS/MMAS)

 ✴6.   Supply/BQ Reconciliation

 ✴7.   AVFUELS Processing (M28)

 8.   Reclaimed Fuel

 9.   Sale of Bulk Fuel to Army/Air Force Exchange Service (AAFES). Overseas Only

 ✴10.   Review Open Document Listing (Business Operations Fund)

 11.   Fuels Sales Analysis Report M27

 ✴12.   Trial Balance (DWCF)

13.   M28 Aviation Fuels Billings

14.   Process Cash Sales

15.   Process/Record Refunds Receivable From Vendors

16.   Update Foreign Currency

17.   PFMR Fund Availability

18.   FIABS Daily Audit Requirements

19.   FIABS Monthly Audit Processes

20.   Audit FIABS as Required Products

21.   FIABS/BQ Interface of Expense, SALES, and GFGL Updates
        (E, S, and Z Records)

✶Receivables Branch

✶1.   Disbursement Transaction Posting

2.   BEAMS/WIMS Refund/Reimbursement Billings

3.   OLVIMS (On-Line Vehicle Interactive Management
        Systems)

4.   Reimbursable Billings (Other Than BOF/Stock Fund/Revolving
        Fund)

✶5.   Cash/Check /By-Others Collections

6.   Military Family Housing Charges

7.   Base Accounts Receivable System (BARS), Class B Phones,
        Trailer Space Rental and Associated Miscellaneous Billings

✶8.   Charges for Damaged/Lost Property (Report of Survey)

✶9.   Record Temporary Collectibles (Suspense Accounts)

10.   Charges of Base-Level Support Services for Medical Civilian Pay

Funds Control and Financial Reports (ARF)

16. RCS: HAF-ACF(AR)7801 - Status of Funds Database
     Transmission (Monthly)

17. RCS: HAF-ACF(AR)7801 (Supp) - Recovery of Prior-Year
     Obligations (Monthly)

18. RCS: HAF-ACF(AR)7801 (Supp) - Recovery of Prior-Year
     Obligations-DoD Wide Appropriations

19. RCS: HAF-ACF(AR)7801 (Supp) - Military Personnel
     Appropriation Reimbursement Data (Monthly)

20. RCS: HAF-ACF(M)7801 Supp - Negative Unliquidated
     Obligations (Monthly)

21. RCS: HAF-ACF(AR)7801 Supp - Analysis of Unobligated
     Reimbursable Authority (Annual)

22. RCS: HAF-ACF(AR)7801 Supp - Schedule of UFOs Moved
     Forward to Next FY (Annual)

23. RCS: HAF-ACF(AR)7801 Supp - Certification of the Air Force
     Cadet Fund (Annual)

24. RCS: HAF-ACF((AR) 7801 Supp - Annual Schedule of
     Independent Unliquidated Obligation Reviews (Annual)

25. RCS: HAF-DPM(Q)7503 - Appropriated Fund Support to
     Non-Appropriated Activities (Quarterly)

★26. RCS: HAF-ACF(Q)8108 - Report of Accounts and Loans
     Receivables Due from the Public (Quarterly)

27. RCS: HAF-ACF(Q)7163 - Request for Transportation Audit Data
     (Quarterly)

28. RCS: DD-COMP(AR)1536 - Report of Panama-Related Costs
     (As Required)

29. RCS: HAF-ACF(Q)8801 - Management Expense and State
     Data for Air Force Forest Management Program (Annual)

30. RCS: HAF-CVA(Q)7113 - Report of Contingency Expenditures

(Quarterly)

31. RCS: DD-COMP(SA)1466 - Report of Expenditures in
     Support of Secret Service (Semiannual)

✶32. Monitor and Age Locally Maintained Deposit Funds

✶33. RCS: HAF-ACF(SA)7105 - General Funds General Ledger
      (Other than Stock & Industrial Fund)(Quarterly)

34. RCS: IRCN 1032-OPM-MO - Monthly Report of Federal Civilian
     Employees

35. Year-End Focal Point for the Accounting Directorate

36. Monitor Interface Processing

✶37. Bi-Weekly Personnel Cost Report (M10)

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✶1. For-Others Voucher Processing

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3. RCS: HAF-ACF(W)8702 - Cyclic Report of Voucherless Travel
    For- and By-Others (Weekly)

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5. Receive, Verify, and Report Incoming Interfund
    Transactions (Daily)

✶6. Daily MAFR Reconciliation (Daily)

7. RCS: HAF-ACF(M)7113 - Monthly Package Reports of
    Disbursements and Collection Transactions (Monthly)

✶8. RCS: DD-COMP(W)1445 - DWCF Flash Cash Report
     (Weekly)

★9.   MAFR Reconciliations and Suspenses

10.   RCS: DD-COMP(Q)743 - International Balance of Payments
         (Quarterly)

11.   Monitor and Control Use of Bypass Codes (Daily)

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★Intergovernmental

★1.   Defense Printing Service (DPS)

★2.   Defense Commercial Communications Office (DECCO)
         Billings

3.   MIPR/Project Orders Processing

4.   Hazardous Waste Disposal Program

5.   Miscellaneous Intergovernmental Branch Processing

6.   Interfund Processing

7.   Funding Geographically Separated Units (GSU) (Outgoing
       MIPR, AF Form 616, AF Form 1269)

8.   DMBA-AF Customer Orders Processing

9.   Recording of Obligations By-Others

10.   Commercial Contracts Paid By-Others Cycle Processing
         Procedures

11.   By-Others Contract Reconciliation

12.   Suspend Payments for Contracts Citing Appropriation in
         the "Red"

13.   Reconcile Negative Unliquidated Obligations (NULO)

14.   Request Current Year Funds For Closed Appropriations

Customer Service

1.   Voucher Certification

2.   Voided Voucher Processing

3.   Provide Customer Service

4.   XPSR Assignments

5.   Commitment Processing

✶6.   Fund Cite Authorizations (AF Form 616)

✶7.   Process MIPR (DD Form 448)

8.   MIPR DD Form 448 Recording in CPAS

9.   Project Orders

10.   Base Activity Certification of Invoices

✶11.   Perform Document Control

✶12.   Invoice Request Follow-up Letters

13.   Receive IAPS Computer Products

14.   Vendor Debt Files

✶15.   Perform End-of-Day Processing

✶16.   Manual Voucher Print Processing

Accounts Payable

1.   Process Invoices into IAPS

★2. Prepare Advance Payments

3. Process Receiving Report

4. Detailed Voucher Assembly

★5. IMPAC Government Credit Card Payments

6. Voiding Vouchers

7. Non-automated Manual Payments

★8. Miscellaneous Automated Payments

★9. Commercial AF Forms 15 and 315 Processing

10. Receive IAPS Computer Products

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1. Hard Copy Obligation Document Sort

2. Base Contracting Automated System (BCAS) Interface
   Procedure

3. Medical Logistics (MEDLOG) Interface Procedures

4. Blanket Purchase Agreement (BPA)

5. Miscellaneous Obligation Reimbursement Document
   (MORD)

6. Processing Legal Claim Obligation Documents

★7. Clothing Request/Receipt (AF Form 656/659) Processing

8. Supplemental Health Care (AF Form 676) Processing

9. Tuition Assistance (AF Form 1227)

★10. Military/Civilian Training, DD Form 1556, Processing

★11. Notice of Award Letter

★12.   Purchase Order-Invoice-Voucher (SF 44) Processing

★13.   Changes/Adjustments to Contracting Instruments

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15.   Process AF Form 9 and DD Form 1348-1 For Investment Equipment (Fund Codes 17, 29, and 54)

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★1.   Determine Interest Penalty Payments

2.   IAPS/BQ Reconciliation

3.   Local Purchase Payment Processing In Supply Systems

4.   IAPS to SBSS, M-37 Validation

5.   IAPS to MEDLOG (NTQNAO)

6.   IAPS to FIABS, Receipt Validation (A-D035J-102-M)-L39)

7.   Interactive Communications Interface (ICI) Processing

★8.   MAFR Transaction Reconciliation

★9.   Branch Focal Point for IAPS/BQ Error Corrections

10. Compile Prompt Payment Act (PPA) Report

11. Post-Post Processing

12. Suspense/Deposit Account Validations

★13. Prepare the TD Forms 1099 and W-2

★14. Quarterly Open Document Listing (ODL) Certification

15. BCE Integrated Transaction List

16. Distribution of End-of-Day Products

17. Optional IAPS Products for Recon and Reports

18. Maintain IAPS Base Variable Files

19. FIABS to Supply (Stock Control & Distribution, i.e., D035A, D035K, D034A, D151) Systems Reconciliation

20. Prevalidation of Obligations

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✦1. Permanent Change of Station (PCS) Arrivals - Procedures Used to In-Process Military Members and Civilian Associates

2. PCS Departures - Procedures Used to Out-Process Military Members and Civilian Associates

✦3. Control Logs - Establish Procedures for the Use and Maintenance of all Control Logs

4. Verify Fund Availability - Determine Unit Fund Availability Prior to Reserving Government Funds

✦5. Travel Requests/Orders - Procedures Used at ANG for Processing Travel Requests/Orders Including Fund Availability Procedures Used at the OPLOC to Obligate Orders (Request for Official Government Travel, DD Form 1610)

6. AF Form 616 (Authority to Cite Funds) - Procedures Used to Control Funding Authority Provided to Other Organizations

7. Fund Control Numbers (FCN) - Message/Letter Sent to Other Agencies Used as Authority to Cite Funds

8. Miscellaneous Obligation Reimbursement Document (MORD), AF Form 406

✦9. Voucher Processing - Procedures Used to Validate, Compute, and Prepare for Disbursement Travel Entitlements for Official

Travel and Determine Propriety of Travel Claims for
Submission to Appropriate Level (Doubtful Claims)

✶10. Collections - Process Collections for Travel Indebtedness

✶11. Merged Accountability and Fund Reporting (MAFR) - Processing
Voucher Totals in the General Accounting and Finance System
(BQ) and Automated Travel/Record Accounting System
(ATRAS) to Balance with Disbursing Division

12. Daily Audit Procedures - Procedures Used to Validate all the
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Processed During the Business Day

✶13. Follow Up Procedures - Procedures Used to Track and Validate
Commitments, Indebtedness, and Open Advances

✶14. Fiscal Year (FY) End Close Out - Guidelines for the OPLOC -
ANG to Ensure Fund Controls are Firmly Established   During
FY Close-Out

✶15. By-Others Transactions Received from Payments Processed by
Another Station Using Your DSSN

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Transportation Source Document

✶17. Commercial Travel Office/Scheduled Airline Ticket Office (SATO)
Billings - Procedures Used to Process Commercial Airline
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✶18. Miscellaneous Automated Travel Record Accounting System
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Day Processing from ATRAS Input

✶19. JUMPS Miscellaneous Deductions Listing - Payroll   Collections
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20. Replacement Check Procedures - Procedures to Issue a
Replacement for a Check That has Been Lost or Stolen

21. Government Charge Card Program - Department of Defense (DoD) Program to Utilize Government Charge Card for Expenses Associated with Official Travel

22. Miscellaneous W-2 Program - Procedures for Reporting Income and Taxes Withheld Associated with Travel Payments

23. Withholding Tax Allowance/Relocation Income Tax Allowance (WTA/RITA) - Payment to Substantially Reimburse Authorized Employees for Additional Taxes Incurred as a Result of Relocation

24. Monthly Outstanding Orders/Advances Retrieval - Retrieval to Report the Number and Age of Outstanding Orders and Advances

25. Systems - Computer Programs Used Within the Travel Accounting Branch

E.   Finance: Disbursing Division (Chapter 8)

⋆1. Change Business Date (only after all FSO/Reserve DD Forms 2657, Daily Statement of Accountability, are balance and received).

2. Process Daily Collections

3. Perform Accommodation Sales (As Required)

⋆4. Process Emergency Payments and Daily Collections

5. Process Centralized Returned and Undeliverable Checks

⋆6. Automated EFT Processing

⋆7. Processing Payments Via the OPLOC

8. Process Daily U.S. Treasury/LDA Checks

⋆9. Preparation of Treasury Checks for Cash

⋆10. Balance Cashier Accountability

⋆11. Balance Overall Daily Accountability

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